

DTIC 2154

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Proposed Support Services Course for JOTs

1. The establishment of a Support Services Course for JOTs is in response to an increase in the number of JOTs (year) destined for assignment to field and headquarters support jobs. Our understanding is that about [REDACTED] of the total annual JOT input to the DD/S will be designated to the SA Career Service and probably will be given early assignments to field stations. The remainder of the JOTs will go to specific DD/S components with the possibility of later field assignment. This course will not be a substitute for specialized training given by individual DD/S components.

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2. As envisaged, the Support Services Course will consist of two phases:

a. Phase I (5 - 8 days) in which the general subject of administration in CIA will be discussed. Administrative concepts and terminology will be defined and CIA policies in the support field described, particularly those which deviate from normal U.S. Government practice. The missions and organization of the Directorate for Support will be related to its supportive role in the administration of CIA. (Attachment A)

b. Phase II (6-1/2 to 7 weeks) in which the practical aspects of field administration will be examined with particular emphasis on the role of the support officer at a small station.

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Headquarters procedures and capabilities as they relate to the field officer's job will be described. There will be an examination of the field officer's personnel, finance, logistics, and security duties, the administration of contract personnel, registry operation, and the mechanics of cable and dispatch writing and records keeping. Practical exercises and case histories will be used wherever possible to illustrate the instruction. This phase will conclude with a comprehensive problem of several days duration which will relate the above instruction to a practical field situation. (Attachment B)

3. In addition to training the DD/S JOT in administration and in the CIA Support Services, we hope to use this course deliberately to motivate the JOT to a career in the Support Services.

4. Location. The course will be conducted from several locations depending on the instruction being given. Phase I and certain parts of Phase II will require a classroom in the Headquarters Building to be used for instruction and as a kind of "home base". Other parts of the Phase II instruction will be given in the conference rooms of various DD/S components. The Budget and Finance (finance, logistics, and travel) part of the course will be given in Broyhill Building.

5. Number of Presentations. This course will be offered two times each year as the final course in the curriculum for the October and April JOT classes. It is anticipated that a number of the DD/S JOTs will be given the eighteen-week Operations Course rather than the six-week Operations Familiarization Course. They will be given the Support Services Course at the conclusion of their operations training. If the plan for obtaining [REDACTED] JOTs yearly for the DD/S is realized, the Support Services Course will have an enrollment of about [REDACTED] students for each presentation.

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6. Staffing. In view of the planned extensive use of practical problems and the attendant requirement for close work with the

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students, OTR will require one additional instructor position and one additional training assistant position. Initially, we will depend heavily on the DD/S offices for assistance and participation, but expect the instructional load to shift more heavily to the Office of Training as we gain experience with the course. This could result in a future request for additional instructor positions. The above personnel requirements are based on our experiences with the training of DD/P JOTs in the Operations Course.

7. Coordination. This program has been prepared based on guidance from senior DD/S officers. A number of recently returned administrative officers were also interviewed to determine the content of Phase II. In developing the individual pieces of the program, the chief instructor has been in touch with officers of the Offices of Personnel, Security, Logistics, and Training, the Medical Staff, and the Central Cover Staff.

8. This program is presented to the Deputy Director for Support for approval or for comment and further guidance.

MATTHEW BAIRD
Director of Training

Attachments:

- A. Support Services Course - Phase I
- B. Support Services Course - Phase II

APPROVED:

ISI
Deputy Director for Support

22 Oct 64
Date

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